

DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS -ATASCADERO

JOB CLASSIFICATION: REGISTERED NURSE – SHIFT LEAD (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the first supervisory level in the Registered Nurse series. As shift supervisors, incumbents supervise, train, and evaluate a group of Psychiatric Technicians and Registered Nurses (Forensic Facility) engaged in custody activities, basic behavioral and nursing care, and other assigned staff. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over patients, such as directing or monitoring patient activities in a therapy program.

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| 20% | Supervise the work and development of a group of nursing staff. Complete required Probationary and Annual Employee Evaluations on assigned staff in a timely manner |
| 20% | Helps to create a clean, safe and therapeutic environment for patients or inmates; apply mental health principles and relationship security with patients or inmates; develop, encourage participation in, and supervise patient activities , such as on-the-unit group and individual program activities for patients or inmates; assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for patients or inmates; motivate and assist patients or inmates with activities of daily living; follow safe work practices; protect patients, inmates and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs. |
| 20% | Work with other disciplines as part of the treatment team to provide an overall treatment program for the patient or inmate. Perform nursing procedures such as administering medications, including oral medications and hypodermic injections; observing and assessing patients or inmates physical condition and behavior and reporting significant changes to a unit supervisor or physician and recording nursing notes in the patients or inmate record; assessing and recording patient acuity ratings; determining Nursing Diagnosis and preparing Nursing Care Plans; assessing and authorizing Restraint and Seclusion; preparing and caring for patients or inmates during treatment; giving first aid and CPR, and following infection control procedures as needed. |
| 20% | Perform custody tasks including supervision of patient activities, escorting patients or inmates in the facility; distributing and inspecting patients' or inmates' mail for hazardous contraband; shakedown, ie, searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient or inmate. Observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts; applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior (PMAB), that includes patient containment, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital. |
| 20% | Assist in the training of Psychiatric Technician Students, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees and other ancillary staff. |

2. SUPERVISION RECEIVED

SRN and/or Unit Supervisor

3. SUPERVISION EXERCISED

Supervises a treatment unit for an 8-hour shift.

4. KNOWLEDGE AND ABILITIES

Knowledge of: The techniques of effective supervision; the Department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the process available to meet affirmative action objectives. Custody procedures, public and property protection policies; fundamentals of nursing care, general behavioral and psychiatric procedures, patient or inmate behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered patients or inmates; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management of Assaultive Behavior techniques and hospital procedures.

Ability to: Supervise the work and development of a group of nursing staff. Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered patients or inmates; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for patients or inmates; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult ☒ Geriatric

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MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Directs and trains staff in correct intervention techniques, methods and documentation.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion. Assures RN authorization for initiation of use in absence of M.D. and that evaluations are completed on time and Physicians Orders for renewal are obtained.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively with culturally diverse clientele.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC/TECHNICAL COMPETENCIES

MDO/CONREP PROCESSES

Demonstrates understanding of the MDO law and its commitment processes, promotes the benefits of Conrep placement, and instructs/reinforces teachings on the law and Conrep's acceptance criteria.

BPSR SKILL BUILDING TREATMENT

Demonstrates the ability to implement the Program's skill-building treatment model by effectively assigning group co-leaders, assisting with patients' homework assignments, providing coaching on coping techniques, and encouraging patients to engage in treatment.

TEAM MEMBERSHIP

Demonstrates the ability to provide constructive team input based on direct observation of patient behavior and to interact professionally with patients and co-workers in the development and delivery of patient care services.

MEDICATION ADMINISTRATION

Is able to safely and accurately administer prescribed medications and other medical treatments and provide staff instruction as assigned; this includes following all hospital and nursing procedures and completing necessary documentation.

HEALTH TEACHING

Demonstrates the ability to assign staff to plan, deliver, and document individualized health teaching to patients.

THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY

Demonstrates the ability to maintain professional-therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence.

OBSERVATION AND DOCUMENTATION

Is able to assure accurate and complete nursing assessments and weekly/monthly notes by staff that address a patient's physical problems affecting his psychiatric condition, current Temporary Conditions, response to treatment, changes in psychiatric symptom presentation, and progress toward meeting treatment plan goals.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possession of a valid license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

7. TRAINING – Training Category = 01

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date